



Health and Safety

First Aid

Minimum Standard

Version	V1.0
Author/s	Lee McGurty
Approver	ELT Operating Committee
Effective Date	28/04/2022
Review Date	28/04/2025

1 Aims and Principles

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken to ensure appropriate first aid cover is provided to employees and any visitors to sites or buildings under its control. This includes the provision of equipment and the availability of adequate numbers of first aid trained employees.

First aid provision for third parties such as contractors working for the Government of Jersey remain the responsibility of their employers

2 Legislation and Guidance

a) Applicable Legislation

[Health and Safety at Work \(Jersey\) Law, 1989](#)

[Management in Construction \(Jersey\) Regulations 2016 \(Regulation 36\)](#)

[Electricity at Work \(Jersey\) Regulations, 1983](#)

b) Guidance

[First Aid \(HSE\)](#)

[First Aid at Work - The Health and Safety \(First-Aid\) Regulations 1981 \(L74 UK HSE\)](#)

[Health and Safety in the Workplace – A General Guide](#)

[Guidance - Construction \(Jersey\) Regulations, 2016](#)

3 Definitions

First Aider

An individual who has received an appropriate level of training to enable the delivery of first aid in their workplace.

Appointed Person

An individual trained and assigned the responsibility to look after the first aid equipment in the workplace and take charge of calling the emergency services if required. No first aid training is required.

4 Who this Minimum Standard Applies to

Applies to all:

- Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

Who are responsible for ensuring appropriate first aid cover is provided at Government of Jersey premises or during GoJ working activities.

5 Links to other GoJ Policies, Minimum Standards and Guidance

a) Policies

Government of Jersey - Health and Safety Policy

b) GoJ Minimum Standards

Risk Assessment

c) Other Internal Guidance

[First Aid](#)

[First Aid - Risk Assessment Templates](#)

[Reporting an incident, accident or near-miss](#)

6 Roles and Responsibilities

The department's arrangements must clearly set out the roles and responsibilities of those required to ensure appropriate first aid cover is provided, including the provision of equipment and first aid trained employees.

Reference should be made to the Government of Jersey Health and Safety Policy for general responsibilities.

7 Overview

To ensure that employees, service users and visitors receive immediate assistance and attention if taken ill or injured at work, sufficient first aid equipment, facilities and personnel should be available during work time, taking into account alternative working patterns.

Arrangements must be in place to ensure that: -

- Immediate assistance is provided to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work
- Summon an ambulance or other professional help when required

The level of provision must be proportionate to the circumstances and will be determined through a needs assessment.

8 Needs Assessment

The level of first aid cover required in any workplace should be identified by carrying out a needs assessment. This will ensure that cover is adequate and appropriate for the working environment and that where required, trained first aiders are provided. The assessment should consider workplace, workforce and the hazards and risks present.

In assessing the first-aid needs, the following should be considered:

- The nature of the work carried out
- The age of persons using the premises e.g. children
- Workplace hazards and risks including specific hazards requiring special arrangements
- The nature and size of the department
- Work patterns
- Annual leave or other absences of first aiders and appointed persons
- History of accidents

- The needs of remote/travelling/lone workers
- The distribution of the workforce
- Remoteness from emergency services
- Employees on shared sites with non GoJ employees
- First aid provision for non-employees
- Any specific health needs of employees e.g. epilepsy

Step 1 Appendix A contains an example checklist to assist with the needs assessment.

The assessment could also take the form of a risk assessment using the high and low first aid risk assessment [templates](#) available on MyStates.

Further guidance on the needs assessment categories can be found in [HSE Guidance L74 First Aid at Work](#)

Step 2 If it is determined that first-aid trained employees are required, then Appendix B should be referred to for the HSE guidance on the numbers of first aiders required in the workplace while people are at work.

If it is decided that a trained first-aider is not required, then an Appointed Person must be nominated.

This is an individual(s) who is appointed to look after the first aid equipment and call the emergency services when required.

9 Training

Departments will ensure that suitable employees are identified as first aiders and they receive training to the level identified in the needs assessment.

There are four levels of first aid training defined by the UK HSE.

Appointed Person

An individual trained to look after the first aid equipment in the workplace and take charge of calling the emergency services if required They do not need first aid training.

Emergency First Aid at Work (EFAW)	Basic lifesaving first aid (1 day, valid for three years)
First Aid at Work (FAW)	Comprehensive first aid training covering the most likely first aid emergencies (3 days, valid for three years)
Further Training	Some roles may have additional specialist requirements for their work situations such as the use of external defibrillators, oxygen resuscitation, paediatric first aid etc

First aid cover can be provided by certain employees without them necessarily attending a recognised first aid course, provided they can demonstrate knowledge and skills in first aid. Typically this would include,

- Doctors registered and licensed with the General Medical Council
- Nurses registered with the Nursing and Midwifery Council
- Paramedics registered with the Health and Care Professions

10 Training Providers and First Aid Course Content

The UK HSE sets out requirements for the content of EFAW and the FAW courses (Ref [HSE Guidance L74 First Aid at Work](#) Appendix 6 and 7). Any course attended by or provided to GoJ employees must follow these contents as a minimum.

Any course provider of EFAW and FAW courses must operate under one of the following schemes,

- Regulated qualifications approved by regulators such as Ofqual, SQA.
 - Example providers are City and Guilds, Lantra, CIEH.
 - Full list available on the HSE First Aid website
- Training schemes accredited by United Kingdom Accreditation Service, UKAS
- The Voluntary Aid Schemes e.g. St John Ambulance, British Red Cross, St. Andrews First Aid

Specialist first aid training from bodies acting independently of the schemes above can

be provided by trainers so long as they can demonstrate to the departments H&S Manager and the manager of the employees concerned that they fulfil the HSE criteria and can demonstrate competence and experience.

11 Requalification and Refresher Training

Departments must maintain the qualification status for the required number of first aiders identified in the needs assessment. There is no requirement to maintain an individual's qualifications if sufficient numbers of first aid trained employees are already available in the work area.

To help keep basic skills up, departments will ensure EFAW and FAW trained employees receive annual refresher training (Normally a 3-4 hour course).

12 First Aid Equipment

First Aid Kits

Departments must ensure adequate first aid equipment is available and easily accessible in all places where it is required, which could include in department vehicles or to peripatetic employees. Suggested contents for travelling first aid kits is contained in Appendix C.

Line managers must ensure first aid trained staff carry out checks on first aid equipment to ensure it remains visible, accessible and in a good condition. Also where applicable checking items are still are within their use by date and are restocked as necessary.

First aid kits should be placed in accessible locations either by washing facilities or close to hazardous areas and protected from dust and damp.

All first aid containers will have a white cross and a green background.

There is no mandatory list of contents but as a minimum, first aid kits should contain the items recommended in Appendix C as well as any other additional specialist items identified in the needs assessment i.e. burn gels.

It is recommended that tablets and other medications are not stored in a first aid container.

Automated External Defibrillators (AED)

Where it has been identified through the needs assessment that a department would

benefit from providing an Automated External Defibrillator (AED), the equipment must be stored, inspected, and maintained as per the manufacturer's instructions. Written instructions should also be provided on how to use it.

Awareness training on the use of AEDs is included in the EFAW and FAW courses which should instill a greater confidence in their use.

AED training may also be provided where it is deemed appropriate based on the findings of the risk assessment.

First Aid Rooms

Where it has been identified in the needs assessment that a First Aid room is required, it should contain essential first-aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified.

Further guidance on the provision and set-up of First Aid rooms is available in [HSE Guidance L74 First Aid at Work](#).

13 Information for Employees

Departments should ensure procedures are developed to ensure all employees, including temporary and other short-term workers, are aware of the first aid arrangements in their work area e.g. through departmental or section induction programs.

Information should include the location of first aid equipment and who will provide first aid support in an emergency.

First aid notices should be displayed in prominent areas which identifies first aid trained employees, their contact details and the location of any first aid equipment.

Consideration should be given to including a photograph of first aiders which can be helpful in some circumstances.

Notices should use the green background and white cross format, be clear, easily understood and available in different languages if necessary.

14 Records

Any incident where first aid is required should be recorded using the departmental incident reporting system and procedures. General [guidance](#) on reporting incidents, accidents or near-miss is also available on MyStates.

It is important that this data is captured to:

- Enable trends to be identified over time
- Ensure that relevant information is available in the event of any future legal action
- Enable the incident to be reported to the Health and Safety Inspectorate, as defined in the Corporate Health and Safety Policy

Other records should be considered such as routine equipment and first aid box checks to monitor usage and ensuring equipment remains in good condition, in date and restocked.

15 Monitoring and review

As part of an annual review of incidents (non-injury and injury) or following significant changes in the workplace, departmental managers should carry out a review of the provision of first aid trained staff and first aid equipment to ensure cover remains appropriate. This review could also form part of a department's audit program.

Appendix A

First Aid Needs Assessment Checklist (Table 1 in L74)

Factor to Consider	Impact on First Aid provision
Hazards	
Does your workplace have low level hazards such as those found in offices?	<p>The minimum provision is:</p> <ul style="list-style-type: none"> • An Appointed Person to take charge of the first aid arrangements • A suitable stocked first aid box
Does your workplace have higher level hazards such as chemicals or dangerous machinery?	<p>You should consider:</p> <ul style="list-style-type: none"> • Providing first aiders (see Appendix B for how many and type) • Providing additional training for first aiders to deal with injuries resulting from special hazards • Provide a suitably stocked first aid box • Providing additional first aid equipment e.g. burns equipment • Precise location of first aid equipment • Providing a first aid room • Informing the emergency services of specific hazards in advance
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	<p>You should consider:</p> <ul style="list-style-type: none"> • Providing first-aiders • Additional training for first-aiders to deal with injuries resulting from special hazards • Additional first-aid equipment • Precise location of first-aid equipment • Providing a first-aid room • Informing the emergency services of specific hazards etc in advance.
Employees	

Appendix A

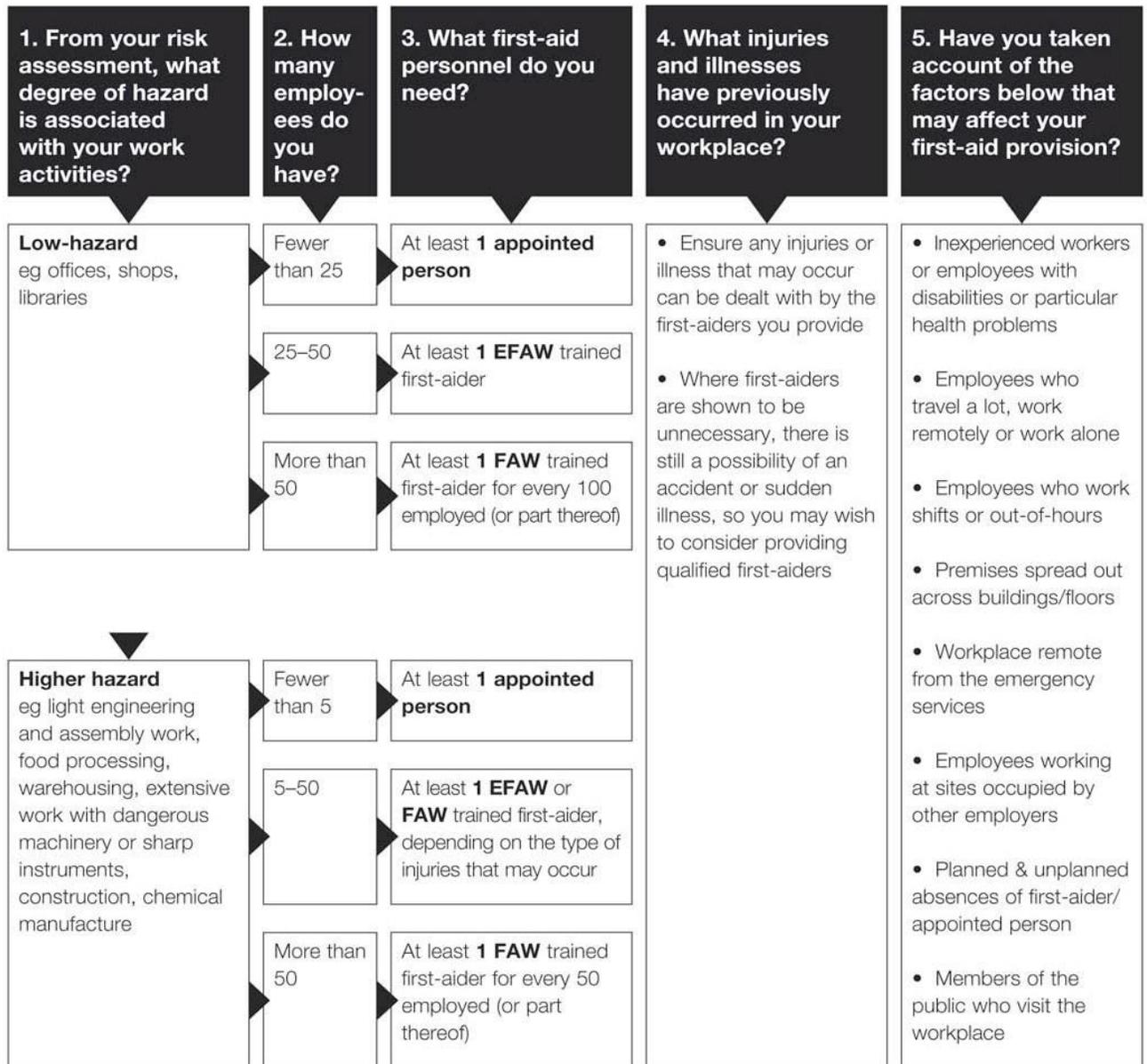
<p>How many people are employed on site and whether the nature of the building users e.g. children require additional cover, in terms of numbers, to be provided?</p>	<p>Where the numbers are small the minimum provision is</p> <ul style="list-style-type: none"> • An Appointed person • A suitably stocked first aid kit <p>Where the numbers are large i.e. >25, even in low-risk environments you should consider providing</p> <ul style="list-style-type: none"> • First Aiders (Ref Appendix B) • Additional first aid equipment • A first-aid room
<p>Are there inexperienced workers on site, or employees with particular disabilities or particular health problems?</p>	<p>You should consider</p> <ul style="list-style-type: none"> • Additional training for first aiders • Additional first aid equipment • Local siting of first aid equipment. <p>Your provision should cover any work experience trainees</p>
<p>Incident and Ill Health Record</p>	
<p>What is the record of accidents and ill health?</p> <p>What injuries have occurred and where did they happen?</p>	<p>Ensure first aid provision will cater for the types of injuries and illness that have occurred.</p> <p>Monitor accidents and ill health and review provision of first aid as appropriate</p>
<p>Working Arrangements</p>	
<p>Do you have employees that travel a lot, work remotely or work alone?</p>	<p>You should consider:</p> <ul style="list-style-type: none"> • Issuing personal first aid kits • Issuing communication devices to employees <p>(Ref GoJ Minimum Standard - Lone Working)</p>
<p>Do your employees work shifts or out of hours?</p>	<p>You should ensure first-aid provision at all times while at work</p>
<p>Are premises spread out e.g. are there several buildings on the site or multi floored buildings?</p>	<p>You should consider the need for provision in each building or on each floor</p>

Appendix A

<p>Is your workplace remote from emergency medical services?</p> <p><i>Note – In the context of this UK guidance no location in Jersey is considered remote in terms of distance and emergency services response times, however some locations may present access challenges such as confined spaces or offshore locations.</i></p>	<p>You should consider:</p> <ul style="list-style-type: none">• Inform the emergency services of your location• Special arrangements with the emergency services• Consider emergency transport arrangements
<p>Do employees work at sites occupied by other employers?</p>	<p>You should make arrangements with other site occupiers to ensure adequate provision of first aid.</p> <p>A written agreement is strongly recommended</p>
<p>Do you have sufficient provision to cover absence of first aiders or appointed persons?</p>	<p>You should consider:</p> <ul style="list-style-type: none">• What cover is needed for annual leave• Other planned or unexpected absences
Non-Employees	
<p>Do members of the public or non-employees visit your premises?</p>	<p>It is recommended that you consider first aid provision to all persons entering a GoJ building or in a location under the direct control of the GoJ</p>

Appendix B

Suggested Numbers of First Aid personnel to be available at all times people are at work (HSE)



Appendix C

First Aid Kits – Suggested Contents

There is no mandatory list of items to be included in a first-aid kit. The decision on what to provide will be influenced by the findings of the first-aid needs assessment.

As a guide, where work activities involve low hazards, a minimum stock of first-aid items required might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work)
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- two sterile eye pads
- two individually wrapped triangular bandages, preferably sterile
- six safety pins
- two large sterile individually wrapped unmediated wound dressings
- six medium-sized sterile individually wrapped unmediated wound dressings
- minimum of three pairs of disposable gloves (see HSE guidance, [Selecting Latex Gloves](#)).

Further information can be found in British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. Whether using a first aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

Travelling first-aid kit contents

Might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet Basic advice on first aid at work)
- six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary)
- two individually wrapped triangular bandages, preferably sterile
- two safety pins
- one large sterile un-medicated dressing
- individually wrapped moist cleansing wipes
- two pairs of disposable gloves (see HSE guidance, [Selecting Latex Gloves](#)).